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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 1 February 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #5
25 January - 1 February 1956

1. SIGNIFICANT ITEMS - None.
2. OTHER ACTIVITIES

a. Basic Orientation

(1) [] ended his official tour with Basic Orientation on Friday, 27 January. After a three-week trip to Florida, [] will join the JOT Program. His duties in Basic Orientation have temporarily been assumed by []. [] is assisting [] in handling the administration of Basic Orientation.

(2) The Communist Propaganda Exhibit, shown on Thursday, 26 January, was attended by [redacted] PP Staff Training Officer. [redacted] has put a great deal of time and energy into improving the Exhibit, which has been enlarged to include new panels and mounted propaganda posters.

(3) [] spoke at the Foreign Service Institute on Monday, 30 January, and at the Course on World Communism on Tuesday, 31 January. In both instances his topic concerned Marxist ideology.

(4) [] spoke at the Foreign Service Institute on Tuesday, 31 January. His subject was "Government and Party of the USSR."

(5) [redacted] completed Basic Orientation on Friday, 27 January. [redacted] will audit certain portions of Basic Orientation #26 and will participate in two conferences dealing with the American Thesis.

b. Clerical Orientation

(1) During the week of 24 January there were 61 enrolled in Clerical Induction Training, and 17 in Clerical Orientation Training.

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c. Management Training

(1) Basic Supervision #14, scheduled for 6 - 17 February for Grades 9 - 11, has had a maximum enrollment for two weeks. Extra space has been located through the Supply and Services Section, OTR, and instructor time has been arranged so that an extra session can be offered from 5 - 16 March. The extra presentation is already full, and one or two components (including FI/RI) are expressing strong dissatisfaction over the fact that Management Training is unable to handle all of the students nominated from the components.

(2) The first meeting of the participants in the ORR Management Conference was held Tuesday, 31 January. Dr. Guthe, AD/RR, outlined the origins of the Conference and his ideas about what it might accomplish. [] described in greater detail the purpose of the Conference, the procedures to be followed, and made the initial pre-Conference reading assignments. In addition to 12 ORR Conference members, Mr. Amory has asked that one observer-participant each be sent by OCI, OCR, and OSI. A copy of the introductory notes given each Conference member is attached.

d. Orientation and Briefing

(1) Upon receiving the booklet, "Formalities in Official Life Overseas" from [] Chief, OB, discussed its use with [] recommending that copies be obtained for distribution to dependents who are assigned to go overseas [] The Chief, Basic School, is going to discuss this item further with the Department of State.

(2) Chief, OB, and [] discussed the method of depicting the DD/P organization based upon the Director's approval of the recent memorandum affecting the position of Chiefs of Stations. Certain changes were agreed upon in the basic organization chart.

(3) During a discussion with the Chief, OB, regarding the CIA Review Program, the Inspector General stated that emphasis should be given to the "Studies in Intelligence" series being put out by OTR. The most recent of these, "Articles on Capabilities," was brought to the attention of persons attending the Review Program on 31 January.

(4) All speakers have been arranged for the next class at the Strategic Intelligence School.

(5) On Thursday, 26 January, the Chief, OB, was in Fort Knox, Kentucky, to lecture to the Senior Class of the Armored School and to the officers' wives. A separate memorandum on this subject has already been submitted.

(6) Mr. E. Jan Natleman, State Department, discussed with Chief, OB, his reactions to the Departmental Briefing, and stated he was so well pleased that he was going to investigate the uses that might be made of this program at the Foreign Service Institute.

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e. Administrative Training

(1) Administrative Procedures #64 ended 27 January. Operations Support #19 began 30 January with an enrollment of 42 students.

(2) After a student question regarding purchase of organizational property by field employees prompted an inquiry into the matter, it was discovered by this office that the only regulation ever issued covering this subject was the obsolete OSO [redacted] dated 15 March 1951. A suggested [redacted] regulation is being drafted by [redacted] and will be submitted informally.

(3) A discussion between [redacted] WE [redacted], as well as Reports Officers from other area divisions, revealed that they are vitally interested in any training coverage given to requirements and reports. They offered their assistance and additional materials that may be needed in presenting this subject. Their interest in this matter indicates their desire to see a broader coverage in training of what they feel is a neglected subject.

[redacted]

(5) Descriptive use of the new form 772, "The Request for Covert Security and/or Operational Approval Form," as prepared by the CI/OA Staff, has been incorporated into the Name Check lecture in both the Administrative Procedures and the Operational Support courses.

A [redacted] originated by [redacted] has been coordinated with FI/RI and CI/OA for conformity to standard Agency practices.

(6) The illustrations for the Case Officers' Handbook were submitted by [redacted] ISB/OTR, and are most appropriate.

(7) [redacted] from [redacted] reviewed the current DD/P organization picture from materials in the Administrative Training office, and was briefed by [redacted] on the tentative PP reorganization. [redacted] selected some of the organizational lecture materials for use at [redacted]

f. Personnel Notes

(1) [redacted] is planning to take military leave during the period 20 February - 5 March.

[redacted]

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